

**DeKalb County School System  
21<sup>st</sup> Century Community Learning Center  
Parent/Student Handbook**



**DeKalb Middle School**

**DeKalb County School System  
21<sup>st</sup> Century Community Learning Centers  
Parent/Student Handbook**

## **Purpose of DeKalb County School System's 21<sup>st</sup> Century Community Learning Center Program**

The purpose of the program is to establish a 21st Century Community Learning Center programs that provide students with strong enrichment activities, as well as, academic focused opportunities along with activities designed to complement the students' regular academic program. Centers which are located at DeKalb County High School, DeKalb Middle School and DeKalb West School provide a range of high-quality services to support student learning and development. These services include but are not limited to academic enrichment (such as hands-on science or technology programs), tutoring and mentoring, homework assistance, music, art, sports, and cultural activities. Centers also provide safe environments for students during non-school hours. Community guests and involvement are strongly implemented with our enrichment activities.

## **DeKalb County School System's 21<sup>st</sup> Century Community Learning Center grant support extended learning programs in the following schools:**

DeKalb County High School  
DeKalb Middle School  
DeKalb West School

## **Eligible Participants**

Principals, Site Coordinators, Guidance Counselors and Classroom Teachers will collaborate in determining at-risk students who meet the criteria for the program. Site Coordinators and Teachers will identify students with the greatest need and those with the risk of failing or falling behind will be given first priority to attend the program. Site Coordinators will establish a first and second priority list at each school. Specific demographics groups will be identified at the school level; however, will not be emphasized in any program.

Students in the program at each school must meet specific criteria including:

- Qualify for free or reduced lunch
- Be behind one year or not passing specific coursework
- Not meeting specific requirements on state assessment test
- Be at risk of educational disadvantage and failure to circumstances of low income, abuse, neglect or disability

The services offered to students will not discriminate on the basis of race, ethnicity, religion, or gender.

## **Registration**

21<sup>st</sup> Century Community Learning Center is available at no charge to parents. Participation is based on attendance, a positive attitude and good behavior. All sites operate under board approved policies and procedures.

- A parent or legal guardian must register his/her child for afterschool programs prior to the child attending the program. A completed and signed registration form returned to the school completes the registration process.
- Emergency and transportation information must be on file for each child enrolled.
- Each parent will receive a parent handbook indicating requirements of the program.

## **Attendance Policy**

The program implements an aggressive attendance policy to reduce absenteeism and to ensure students participate on a

regular and consistent basis. The core service of DeKalb County School System 21<sup>st</sup> Century Community Learning Center Program is academic achievement and enrichment activities. **All students must participate for a minimum of 30 days.**

Each site will identify and serve programming to only eligible students. It is imperative that all students have regular daily attendance in order to receive the full benefit of the program.

Students are expected to attend the entire program each day. Selected students must attend a minimum of three days a week to remain in the program. Students attending less than three days a week will be removed and the next student on the list will be allowed to attend.

### **Discipline and Behavior Management**

After school teachers are knowledgeable of developmentally appropriate adolescent behavior. Discipline shall be in accordance with rules and policy adopted by the school for the regular school day. Objectives, student expectations, behavioral code and discipline procedures shall be followed:

Good behavior shall be praised and encouraged.

The safety of children is our number one priority

Good behavior is the key to providing quality programs.

Children are expected to exhibit acceptable behavior and follow the student code of conduct/discipline plan list each school at the beginning of the year.

Students must follow all directions given by the adult in charge and must be respectful of all teachers, site coordinator and fellow students. Students who do not follow the rules and policies may be dismissed from the program.

### **Safety:**

There shall be a staff member present at all times who has current CPR and first aid training. A first aid kit is on the premises as well as a first aid chart. There is an Emergency Management plan, a written plan to protect students in the event of disaster, such as fire, tornado, earthquake, flood, etc.

### **Nutritional Program:**

Good nutrition and physical activity are important components of a healthy learning environment. Students will receive nutritious snacks according to the guidelines of the Federal Child Nutrition Program provided by the DeKalb County School System Nutrition Department. Menus will be posted weekly.

### **Transportation:**

Transportation home from the regular after-school program and transportation to and from school during intercession and summer school will be provided. Site Coordinators are responsible for providing the transportation department with the names of children who are enrolled in each program three days prior to enrollment. Parents will complete a form indicating need for transportation and person(s) to whom the child may be released. A log will be utilized to record the loading and unloading of each student. Children not riding the bus may be released to parents or other previously authorized persons upon showing identification, signing a log and time of departure.

In the event of unforeseen circumstances, bus transportation may be limited or discontinued for an extended period of time.

### **Parental Involvement**

Parents are very important in a child's education and are encouraged to participate in parent meetings, read all material provided concerning the program and complete surveys.

Parents are requested to follow security procedures to insure the safety and protection of all children. Parents should keep the Site Coordinator informed of any changes in their child's emergency information or other factors concerning the welfare of their child. Four parent meetings will be held each year.

### **Teacher/Student Ratio Charts**

Class sizes are limited to the following:

Grades K-2 1:15

Grades 3-5 1:15

Grades 6-8 1:20

Grades 9-12 1:20

**Director of 21<sup>st</sup> Century Community Learning Centers**

Mrs. Lesa Hayes

[Lesahayes@dekalbschools.net](mailto:Lesahayes@dekalbschools.net)

615-597-4094

**Site Coordinators at each school**

DeKalb County High School, Mrs. Lesa Hayes 615-597-4094

DeKalb Middle School, Mrs. Kitty Thomas 615-597-7987

DeKalb West School, Mrs. Tonya Ellis 615-536-5332

Please call Site Coordinator at each school regarding questions or concerns regarding the program or other aspects of the 21<sup>st</sup> Century Community Learning Center Grant.

**DEKALB COUNTY SCHOOL SYSTEM**

**21<sup>ST</sup> CCLC AFTER-SCHOOL PROGRAM**  
**2023-2024**  
**REGISTRATION FORM (Both Sides Must Be Filled Out)**

Date: \_\_\_\_\_ School: \_\_\_\_\_

**STUDENT INFORMATION**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex:  Male  Female

Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

**PERMISSION TO RELEASE STUDENT TO THESE INDIVIDUALS**

Name Relationship to Student Telephone Number(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY INFORMATION**

Physician Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

**Please describe any medical conditions, including allergies, of the student that the after school program may need to be aware of:**

\_\_\_\_\_

Name of person, other than parent/guardian, authorized to act for the parent/guardian in case of emergency:

**DO NOT LEAVE BLANK**

Name: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

In the event of an emergency, I hereby give permission to the DeKalb County School System and anyone associated with its after-school programs to secure proper medical treatment for my child. If I cannot be reached, I hereby give permission for emergency personnel selected by the DeKalb County School System or anyone associated with its after-school program to order x-rays, routine tests, and treatment for the health of my child. I also give permission to emergency personnel selected by the DeKalb County School System or anyone associated with its after-school program to hospitalize, secure proper treatment, and order injection and/or surgery for my child.

**I understand that my child's school information may be shared with the State Department of Education and other contracted entities to be used for evaluation of the extended learning program.  Yes  No**

I have received, read and understand the student handbook.

\_\_\_\_\_ **Signature**

**of Parent/Guardian Date**

**DEKALB COUNTY SCHOOL SYSTEM  
21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS  
AFTER SCHOOL PROGRAM**

**TRANSPORTATION FORM**

The 21<sup>st</sup> CCLC grant provides bus transportation home for any student enrolled in after school programs. Buses begin picking up students at 5:00 p.m. at DCHS and DMS and 5:10 p.m. at DWS. Delivery times vary based on the number of students riding each day.

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Parent/Guardian Name(s):** \_\_\_\_\_

**Telephone Numbers(s):** \_\_\_\_\_

\_\_\_\_\_ Student will ride the bus home following after school programs. In the event of unforeseen circumstances, bus transportation may be limited or discontinued for an extended period of time.

\_\_\_\_\_ Student will be a car rider following after school programs.

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**Individuals with permission to pick up student:**

**Name Relationship to Student Telephone Number(s)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**I understand that my child is REQUIRED to participate, either in person for a minimum of 30 days during the school year.**

**Signed:**

\_\_\_\_\_

**Parent/Guardian Name Date**